

**The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, October 10, 2023**

CALL TO ORDER

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on Tuesday, October 10, 2023. The meeting was called to order by the President, Dan Urban, at 7:00 p.m.

ATTENDANCE

Present: Erica Bellina, Rob Bennett, Shirese Hursey, Glen Layne-Worthey, Brandyn Mason, Mark Pelmore, Liz Sands, Beth Scheid, and Dan Urban

Staff present: Becky Brown, Lauren Chambers, Celeste Choate, Rachel Fuller, Kirstin Gebhart, and Leon Wilson

Also present: Gina Lorenz and Rondell Ross

ADDITIONS, CORRECTIONS, MODIFICATIONS OF THE AGENDA

None.

APPROVE THE AGENDA

It was moved by Beth Scheid, seconded by Shirese Hursey, and passed unanimously to approve the agenda as presented.

PUBLIC COMMENT

None.

PRESENTATIONS

Dr. Gina Lorenz gave the Board a preview of the quantum physics event that will take place in the Library in November.

Leon Wilson explained the new voice over internet protocol (VoIP) phone system that the Library will be moving to over the next several months.

Several staff members reviewed chapters from Serving Our Public 4.0 Standards for Illinois Public Libraries. Rachel Fuller reviewed chapter 9, Public Services: Reference and Reader's Advisory Services and chapter 11, Youth/Young Adult Services. Lauren Chambers reviewed chapter 10, Programming, and Kirstin Gebhart reviewed chapter 13, Marketing, Promotion, and Collaboration. All three shared that the Library meets the standards for these chapters and gave examples on how that is being accomplished.

Lauren Chambers also presented on the Summer Reading Program for 2023, commenting that the program is building back up from the pandemic. Lauren's last presentation was on Data

and Outreach explaining how the Library is using data to drive some of the programming and outreach decisions.

Celeste Choate updated the Board about the Building Program and the various building projects, including the air handler bid process and looking at a landscaping refresh. The Foundation is helping with funding a landscape designer.

Celeste presented the draft Strategic Plan for Board vote in November 2023.

ACTION ITEMS (CONSENT AGENDA)

Being that Dan Urban asked and saw that there were no requests to separate the items, it was moved by Rob Bennett, seconded by Shirese Hursey, and passed by unanimously to approve the consent agenda as presented.

ACTION ITEMS (INDIVIDUAL)

It was moved by Glen Layne-Worthey, seconded by Brandyn Mason, and passed unanimously to approve the Bylaws of the Board of Trustees as presented.

It was moved Mark Pelmore, seconded by Erica Bellina, and passed unanimously to approve the Travel and Training Policy as presented

It was moved by Beth Scheid, seconded by Shirese Hursey, and passed unanimously to approve the Constellation invoice for \$11,230.87.

DISCUSSION ITEM

Liz Sands gave a Board presentation on Digital Equity, explaining what it is, who it affects, how libraries can help, and what The Urbana Free Library doing.

REPORTS OF LIAISON OFFICERS

Friends of the Library

Liz Sands reported the book sale is coming next month starting on November 16. The Friends are preparing to send out the mailer reminding members. At their last meeting, Celeste Choate presented a comprehensive overview of the earnings and spending in the last couple of years, which the Friends appreciated.

The Urbana Free Library Foundation

Daniel Urban reported that Kirstin Gebhart gave a very informative training at the last Foundation meeting, covering terminology, types of donations, how funds are allocated, and other useful information. Daniel attended a Board Expo to help recruit Foundation Trustees. The fall appeal letter is at the printers and will be mailed soon. The appeal this year is for the general fund, so that the money may be allocated wherever the Library needs it the most.

Illinois Heartland Library System

Rob Bennett reported that the annual IHLS meeting is on October 31 from 3pm to 5pm, registration is through October 22. On October 19 at 9am, IHLS is hosting a live demo of a product called Library IQ, a platform for managing various library functions. IHLS recently

drafted an internal procedure to prevent the spread of bed bugs through interlibrary loan. IHLS is hiring an Operations Manager for Champaign.

ADMINISTRATIVE REPORTS

Celeste Choate reported the YTD Budget Report has been added to the Board packet. This report is run after bills are paid each week and shows the budget, the expense or revenue amounts so far, and the percentage for each budget line.

BOARD AND COMMITTEE REPORTS

None.

BOARD PRESIDENT REPORT

Daniel Urban encouraged Board members to attend the Public Quantum Network Physics event on November 4. He also expressed his appreciation for the skateboard artistry displayed on the auditorium walls.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

CLOSED SESSION

At 8:58, it was moved by Shirese Hursey, seconded by Rob Bennett, and approved by roll call vote to move into closed session for the discussion of the purchase or lease of property, pursuant to 5 ILCS 120/2 (c) (5). Votes were as follows.

Ayes: Erica Bellina, Rob Bennett, Shirese Hursey, Glen Layne-Worthey, Brandyn Mason, Mark Pelmore, Liz Sands, Beth Scheid, and Dan Urban

Nays: None

At 9:20 the Board moved back into open session by roll call vote. Votes were as follows:

Ayes: Erica Bellina, Rob Bennett, Shirese Hursey, Glen Layne-Worthey, Mark Pelmore, Liz Sands, Beth Scheid, and Dan Urban

Nays: None

ADJOURNMENT

It was moved by Glen Layne-Worthey and seconded by Erica Bellina to adjourn at 9:20 p.m.


Becky Brown, Recorder



Erica Bellina, Secretary *pro tempore*

Date Approved: 11/14/2023

Supplementary information is available in the Board packet of October 10, 2023.
This meeting was taped for later broadcast.

<https://www.youtube.com/watch?v=a20czueKmSk>